



Tutorials

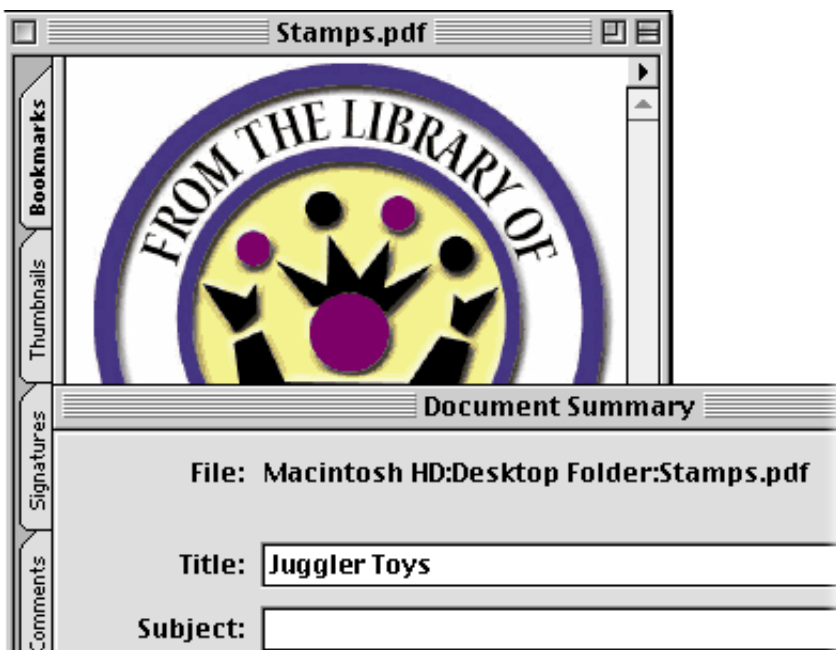
Annotate your PDF files with custom stamps

In [Adobe® Acrobat®](#) you can stamp a PDF document in much the same way that you would apply a rubber stamp to a paper document. Acrobat comes with a library of stamps: expressive faces, graphic pointers, common office stamps, and so on. You can also create your own stamps. Follow along to learn how to create custom stamps and use them in a document.



1. Create a stamp category.

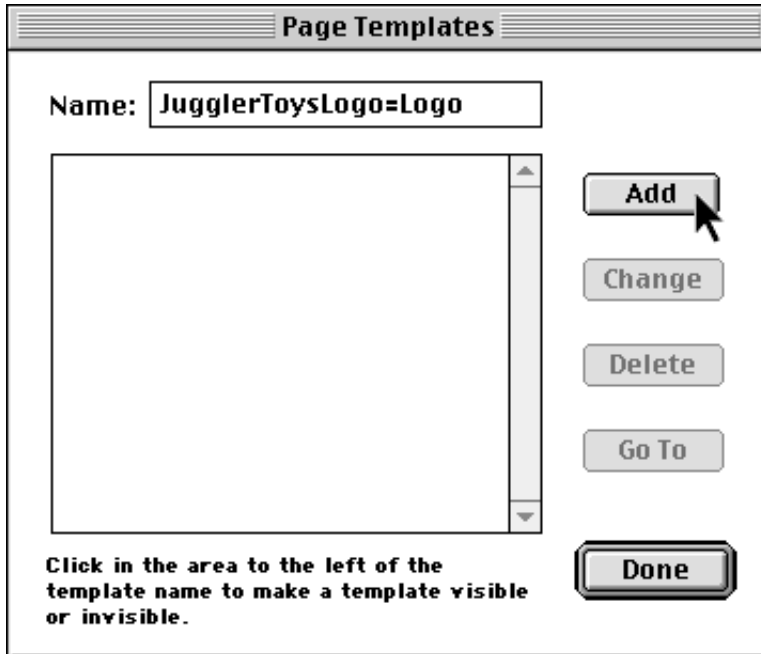
Start with a PDF file that includes the images you want to use as stamps, with each stamp on its own page. Open this PDF file in Acrobat and choose **File > Document Properties > Summary**. In the Title box, type in the name you want for this category of stamps. Acrobat stamp libraries are organized into categories. Each category is a PDF file with one or more stamps.



A horizontal text input field with the label "Author:" to its left.

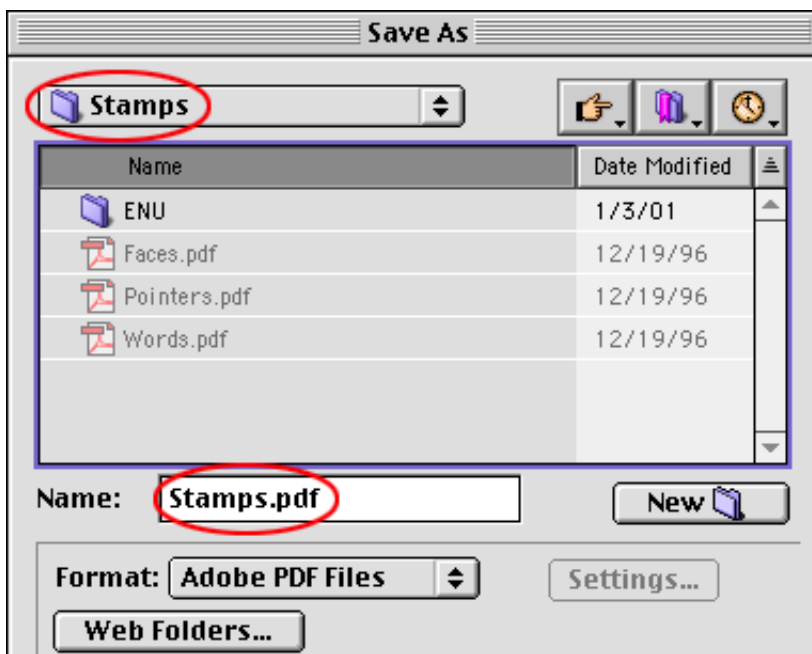
2. Label each stamp.

For each stamp in the PDF file, go to the page with the stamp and choose Tools > Forms > Page Templates. Type a label for the stamp in this format: CategoryNameStampName=Label. Click Add. Acrobat uses the label to identify a stamp in the Stamp Properties dialog box. We recommend typing the category name and stamp name in English, but the label can be in any language. This facilitates sharing stamps across languages.



3. Save the stamp file.

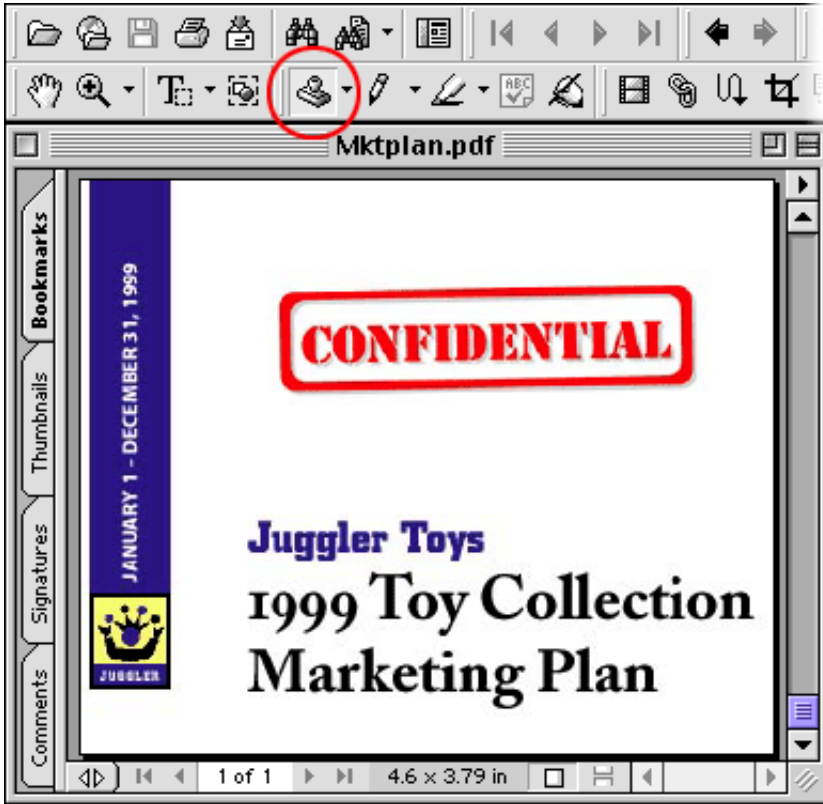
Choose File > Save As, and locate the Stamps folder (in Annotations in the Acrobat plug-ins folder). All the files in your Stamps folder appear as categories in the Stamp Properties dialog box.





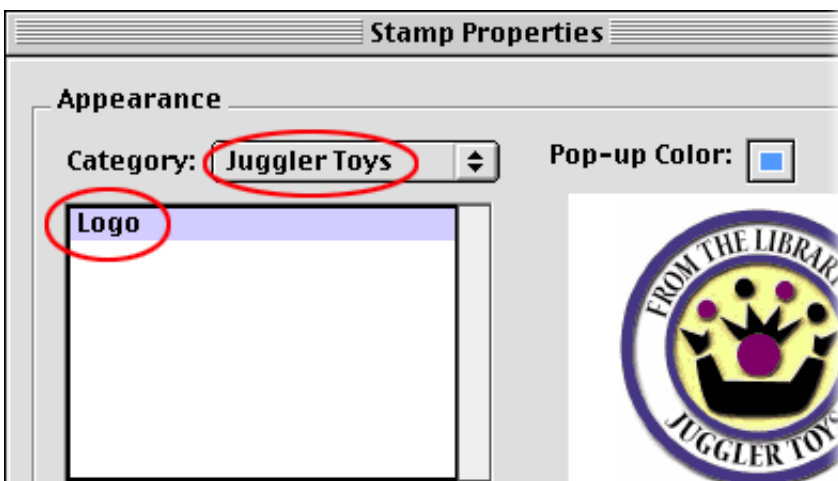
4. Apply a stamp.

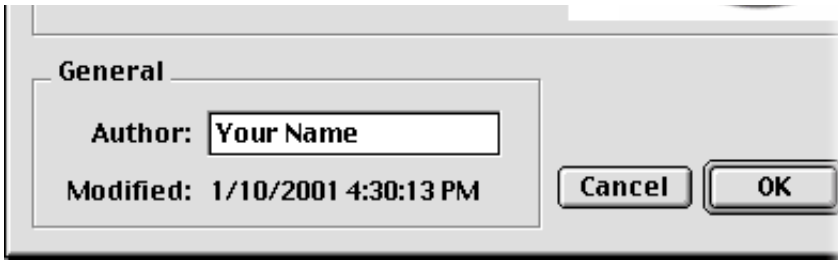
Open the PDF document you want to stamp, and select the stamp tool in the toolbox (in the same group as the notes tool). Click on a page to apply the stamp. The stamp that appears on the page is the one you used last in Acrobat. Now you'll replace this stamp with the new custom stamp.



5. Insert the custom stamp.

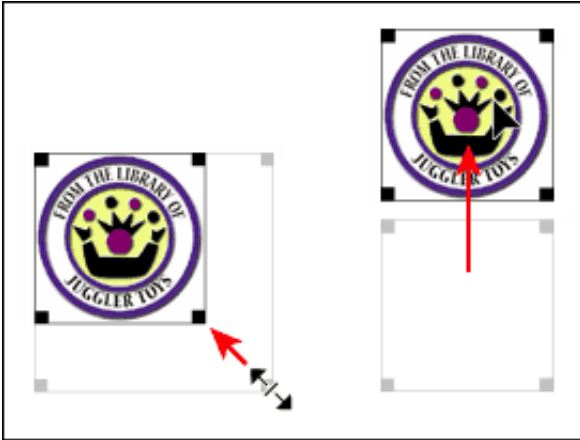
With the stamp selected, choose Edit > Properties. Choose the category of the stamp from the pop-up menu, and select the label of the stamp in the list. Acrobat will continue to use this stamp until you choose another one from the Stamp Properties dialog box.





6. Adjust the stamp.

Once you have applied a stamp, you can drag inside the stamp to move it across the page, or drag a corner handle to resize it. If you want to associate a note with the stamp, double-click it to open a note window, type the text, and then close the window.



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